

State of California—Health and Human Services Agency
Department of Health Services



GRAY DAVIS
Governor

June 24, 2003

PPL No. 03-005

TO: Local Governmental Agency (LGA) Coordinators for
Medi-Cal Administrative Activities (MAA) and
Targeted Case Management (TCM)

SUBJECT: **NOTIFICATION OF MAA/TCM TIME SURVEY MONTH FOR FISCAL YEAR
(FY) 2003-2004**

This Policy and Procedure Letter (PPL) notifies all LGAs participating in the MAA and TCM programs for FY 2003-2004 of the designated time survey month(s). The LGA Consortium will provide Time Survey Training in July 2003 in Fresno, Sacramento, and Orange County. This training is sponsored by the California Department of Health Services (DHS). When requested by an LGA, DHS may provide subsequent time survey training.

LGA units participating in the MAA or TCM programs have the option of conducting the annual time survey during either September or October 2003. If staff in an LGA unit performs both MAA and TCM, then this unit must time survey for both MAA and TCM in the same month. The time survey results are used in the MAA Invoice and the TCM Cost Report to determine the percentage of time spent on allowable MAA and TCM, respectively.

Be sure that staff uses the correct time survey form. Staff performing TCM only or both MAA and TCM complete the TCM Time Survey Form. Staff performing MAA only completes the MAA Time Survey Form. The MAA Time Survey is not required if claiming units are only direct charging costs. The MAA Claiming Plan must indicate the costs being direct charged.

If you have any questions concerning this PPL, please contact Ms. Elizabeth Touhey, Acting Chief of the Administrative Claiming Operations Unit, at (916) 657-0716 or by email at ETouhey@dhs.ca.gov.

Sincerely,

Original signed by Mary Lamar-Wiley

Ms. Mary Lamar-Wiley, Acting Chief
Medi-Cal Benefits Branch

cc: See Next Page



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Local Governmental Agency (LGA) Coordinators for
Medi-Cal Administrative Activities (MAA)

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